

ADMINISTRATIVE MANAGEMENT SOCIETY
215 OL 9-4300 WILLOW GROVE, PENNSYLVANIA 19090

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Mr. George F. Morau
Assistant to the Director
Central Intelligence Agency
Washington, D. C. 20505

INVITATION -- BRIEFING

For the second straight year, the Administrative Management Society is sponsoring the Federal Paperwork Management Awards Program. We are greatly encouraged by the significant response to this year's program.

The Awards Program will take place at a Banquet on September 27, 1966 at 7:30 p.m., at the Shoreham Hotel, Washington, D. C., to recognize one or more Federal employees for outstanding efficiency in the management of Government Paperwork. This year, the Society will cite over 20 Federal employees for their efforts in developing programs of great significance in this drive for further advances in cutting Federal Paperwork which results in cost savings and increased efficiency.

The Honorable Elmer B. Staats, Comptroller General of the United States, will be the key speaker at the Awards Banquet in September. The Toastmaster for the Banquet will be Representative Edward P. Boland, Committee Appropriations, House of Representatives. The Awards will be made by our International President, L. W. Lynett, Manager, Administrative Services, IBM Corporation, Armonk, New York.

We would like to present the full AMS Awards Banquet story to you. We would be honored and delighted if you could meet with us, and other invited Public Affairs Officers, at a coffee-break and briefing to be held on September 7, at 10:00 a.m., room 105, National Archives Building, Washington, D. C.

Will you honor us with an affirmative response?



ROBERT C. WALTER, EXECUTIVE DIRECTOR
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